



PLANNING & RISK ASSESSMENT CALENDAR YEAR 2014

SUMMARY

A prerequisite to a successful planning and risk assessment process is a keen understanding of the City, its strategic plan, and how it operates. In this context, the business performance team develops its project priorities and strategies that take into account significance of activities, and relative risk. The planning and risk assessment process is dynamic. Consequently, City objectives and related internal assessment and evaluation strategies may change based on ever-changing internal and external factors.

PLANNING/RISK ASSESSMENT PROCESS

The City is continually gathering input from departments and performing risk assessments to identify areas which pose the greatest risk and liability to the City.

- **Assessment Factors:** The below factors are reviewed, weighted for importance, and defined for scoring purposes.
 - budgeted revenues and expenditures
 - liquidity and negotiability
 - identified inefficiencies (pain points),
 - public exposure or shift in politics,
 - performance metrics,
 - revenue generation opportunities,
 - cost recovery or avoidance,
 - customer service demands,
 - complexity of transactions, program or compliance requirements,
 - program changes,
 - management experience (turnover in key positions) and number of staff,
 - safety and security,
 - time since last audit,
 - new technology, and
 - changes in laws and regulations, etc.
- **Obtaining Data:** Areas are scored based on available information and input from departments. Certain factors (e.g. revenues, expenditures, number of staff, etc.) are determined objectively. Because the other factors could be viewed as subjective, a team approach is used to discuss and assess these factors.

CURRENT PROJECT LIST

- Procurement Card program (city-wide)
- Cash handling points of receipt (prioritize based on cash volume/amount)
- Employee separation/termination process
- Payroll timesheet entry
- Third-party service providers
- Contracting and agreement process
- Non-profit oversight responsibilities
- OPEB liability and funding
- Capital asset and project Manual
- Grant/compliance manual
- MUNIS Data Flow and User Group
- Property and liability fund balance
- U.S. Cellular Center volunteer program
- Aston Park Tennis Center
- Utility billing process